

APRIL, 2022

*Day Of Wedding Co-Ordinator
Services*
NICOLE'S GIFT CREATIONS





GREETINGS!

We are Nicole's Gift Creations, a New York City based multi-faceted event company specializing in event decorating and Day of Co-ordinator Assistant services.



ABOUT OUR DAY OF WEDDING CO-ORDINATOR SERVICES

3

What Is a Day-of Wedding Coordinator?

"A day-of wedding coordinator is a person responsible for making sure the wedding day or weekend is executed perfectly. Their roles include overseeing vendors, managing the timeline, and overcoming any last-minute challenges that arise during the festivities.

"The day-of coordinator is responsible for the flawless execution of the already-made plans," says wedding planner Shollah Oshikanlu. They're also the point of contact for vendors, so questions or concerns are diverted away from the happy couple and their families. Unlike the wedding planner, who envisions, curates, and books the wedding, this type of professional makes sure everything is pulled off seamlessly in real time." [Bride.com](#)

Our Day of Co-ordinator services provides much needed peace of mind to you, our client, as the pressure is on you to have a successful event. Whether it's a wedding, a party or that special conference/business launch event - we are there to provide help so that you can focus on being the best most attentive host without distractions.



DAY OF WEDDING CO-ORDINATOR SERVICES

We will work with you one on one to determine which of our packages are best suitable for your needs.



GOLD

5

- Assistance with finalizing venue, decor and vendors
- Assistance with prepping and sending out save the dates, invitations and thank you cards
- Create timeline and guide to help keep deadlines and important dates on track with upkeep
- Assistance in arranging the fittings, hotel booking and transportations for the wedding party
- Assistance with organizing the Rehearsal Dinner
- Assistance with the seating chart at the venue
- Assist with wedding favors (*conditional)

Assistance on the day of wedding from the start of the day until the end includes:

- *Maintain all vendor paperwork/contracts; have copies on-site
- *Ensure all vendors are aware of timeline and on the same page
 - *Organize & distribute tips/final payments
 - *Ensure hair & makeup are situated/equipped
- *Accept day-of deliveries & ensure all items are packed for various destinations
 - *Deliver all last-minute décor to ceremony & reception venues
 - *Check-in on wedding party; deliver breakfast/lunch
 - *Manage all transportation shuttles of guests
- *Ensure all people are in the correct locations for transport/photos
 - *Manage vendors & be main point of contact
- *Handle Bridal Attendant duties such as bustling dress and touch ups
- *Ensure all reception accessories are correctly placed then packed at the end
- *Supply Bridal Party kit with all toiletries & items that may be needed



SILVER

5

- Assistance with organizing the Rehearsal Dinner
- Assistance with the seating chart at the venue
- Assist with wedding favors (*conditional)
- Assist with mailing Thank You cards

Assistance on the day of wedding from the start of the day until the end includes:

- *Maintain all vendor paperwork/contracts; have copies on-site
- *Ensure all vendors are aware of timeline and on the same page
 - *Organize & distribute tips/final payments
- *Ensure hair & makeup are situated/equipped
- *Accept day-of & ensure all items are packed for various destinations
 - *Deliver all last-minute décor to ceremony & reception venues
 - *Check-in on wedding party ; deliver breakfast/lunch
 - *Manage all transportation shuttles of guests
- *Ensure all people are in the correct locations for transport/photos
 - *Manage vendors & be main point of contact
 - *Handle Bridal Attendant duties
- *Ensure all reception accessories are correctly placed then packed at the end
- *Supply Bridal Party kit with all toiletries & items that may be needed



BRONZE

5

Assistance with last minute finalizing months leading up to wedding plus on the day of wedding from the start of the day until the end includes:

- *Maintain all vendor paperwork/contracts; have copies on-site
- *Ensure all vendors are aware of timeline and on the same page
 - *Organize & distribute tips/final payments
 - *Ensure hair & makeup are situated/equipped
- *Accept day-of deliveries & ensure all items are packed for various destinations
 - *Deliver all last-minute décor to ceremony & reception venues
 - *Check-in on wedding party; deliver breakfast/lunch
 - *Manage all transportation shuttles of guests
- *Ensure all people are in the correct locations for transport/photos
 - *Manage vendors & be main point of contact
- *Handle Bridal Attendant duties such as bustling dress and touch ups
- *Ensure all reception accessories are correctly placed then packed at the end
- *Supply Bridal Party kit with all toiletries & items that may be needed

Follow us on Social Media:
Facebook: Nicoles Gift Creations / Instagram: @Ngcreationz / TikTok: @Nicole's Gift Creations

Thank you for considering Nicole's Gift Creations! If you are interested in moving forward, please let us know and we will set up a time to discuss your needs.

Nicole Chancy
Owner/Designer

Nicole's Gift Creations

Email: Nicolesgiftcreations@yahoo.com

Call: (347) 489-7710

